



Healthy Eating Policy & Procedure

Procedure Number

CHC-PG-0070

Version Nos:

2

1. Purpose

This Policy and Procedure has been developed to ensure that the West Coast District Health Board (WCDHB) implements the nutrition component of the DHBNZ directive that DHBs implement Healthy Eating – Healthy Action (HE-HA) within their organisation and as a core requirement of funded services with non-DHB owned providers. HE-HA is to be addressed by including nutrition and physical activity interventions in core DHB work with the goal to improve nutrition, increase physical activity and decrease obesity.

2. Application

This Procedure is to be followed by all staff/Board/Committee members throughout the WCDHB/CHC.

3. Definitions

There are no definitions associated with this Procedure

4. Responsibilities

For the purposes of this Procedure:

the **Chief Executive Officer** is required to:

- Delegate responsibility for the implementation and monitoring of this Policy and Procedure to General Managers

All General Managers are required to:

- Monitor the implementation of this Policy and Procedure throughout their service
- Use the practical guidelines as service specifications when requesting tenders for catering services, including vending machines, snack boxes and similar points of sale

All Line Managers are required to:

- Monitor the implementation of this Policy and Procedure within their area of responsibility

OCS and any other food service providers contracted to provide services are required to:

- Comply with the requirements of this Policy and Procedure for all food provided or able to be purchased, for the consumption of staff, visitors and patients on DHB premises or at any DHB function

All staff responsible for any catering are required to:

- Provide a copy of this Policy and Procedure to off-site caterers

5. Resources Required

This Procedure requires no specific resources



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6. Process

1.00 Introduction

- 1.01 The WCDHB wishes to provide a supportive environment that encourages staff, patients, visitors and members of the wider community to achieve appropriate healthy eating patterns. The WCDHB recognises that it should act as a role model for the community on these issues and encourage the community to make the link between eating and health.
- 1.02 By promoting the benefits of appropriate lifelong nutrition, the WCDHB has the opportunity to change attitudes and behaviour in the community. In the long-term, positive changes in behaviour will reduce the health burden created by the current epidemic of lifestyle diseases such as Type 2 diabetes mellitus, cardiovascular disease, cancer and obesity.
- 1.03 This Policy and Procedure applies to all food and drink provided, or able to be purchased on WCDHB premises, for the consumption of staff, visitors and patients. Any external parties contracted to provide food or catering services at any DHB facility or function must comply with this Policy and Procedure.
- 1.04 This Policy and Procedure excludes:
- i) Non DHB health service providers who wish to develop their own nutrition and physical activity policy;
 - ii) Staff who bring food to work;
 - iii) The WCDHB staff social club.

2.00 Practical Guidelines for Food Providers

- 2.01 A variety of foods will be offered to ensure that healthy choices are always available.
- 2.02 This is to include the following:
- i). Offer vegetable and fruit choices at every meal or function
 - ii). Provide bread, pasta, rice, cereals and other grain products (at least 50% of sandwiches should be on wholemeal/wholegrain/rye bread)
 - iii). Offer a choice of lean meat, chicken, fish, eggs, seafood or vegetarian substitutes, removing visible fat and chicken skin where possible
 - iv). Vegetarian options should always be offered (at least 25% of the food offered should not include meat, fish or chicken. Note that not all vegetarians eat eggs and dairy products and it is advisable to include at least one vegetarian option without eggs or dairy)
 - v). Ensure no animal fats are used when cooking or preparing vegetarian food
 - vi). Soft margarine should be used in baking and food preparation in place of butter, hard margarine or lard
 - vii). Offer sandwiches with no or low fat fillings and spreads. Where margarine is used on sandwiches, use only a thin spread
 - viii). Salad dressings and mayonnaise should be offered on the side of salads. Offer reduced/low fat options
 - ix). Where they are offered, milk products should include low or reduced fat options eg trim milk, light cream cheese/sour cream, yoghurt. Trim milk should be used preferentially in the café



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- x). Leave baked items without added butter or margarine. A spread could be offered on a separate dish.
- xi). Serve baked products and fresh fruit without icing sugar sprinkled over
- xii). High fat, high sugar or high salt foods and drinks should be kept to a minimum
- xiii). No more than one type of pastry or deep fried option should be offered at one time
- xiv). Leave salt out of sandwiches, salads and cooked vegetables. Where salt is used in dishes, ensure it is iodised salt
- xv). At least 50% of food and drink available from vending machines and snack boxes or similar points of sale, must meet the Food and Nutrition Guidelines for Healthy Adults
- xvi). Always provide water

3.00 Fundraising

- 3.01 Items used, sold or promoted for fundraising on WCDHB premises should not contradict this Policy and Procedure.
- 3.02 Exceptions to this Policy and Procedure for one-off fundraising activities may be given by the CEO.
- 3.03 When food that is not in keeping with the Policy and Procedure is offered as a gift to or by staff on behalf of the WCDHB, an option of a non-food gift should also be available (e.g. staff Christmas gifts or gifts to guest speakers).
- 3.04 Sponsorship arrangements within the WCDHB should not contradict the requirements of this Policy and Procedure.

4.00 Promotion Of Healthy Eating

- 4.01 The WCDHB will ensure there is a suitable area i.e. quiet, comfortable and private, set aside for women who breastfeed their baby at work or who wish to express breast milk. (Note that toilet facilities are not a suitable area for breastfeeding or expressing milk) as well as ensuring that there are suitable areas for storing breast milk (e.g. refrigerator)
- 4.02 WCDHB internal communication functions will be utilized to promote healthy lifelong nutrition, for example using notice-boards, email and *The Westerly* to provide up-to-date information and promote upcoming events.

5.00 Complaints

- 5.01 All WCDHB staff are to report any suspected breaches of this Policy and Procedure to the Chief Executive Officer.



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7. Precautions And Considerations

- ➔ This Policy and Procedure applies to all food and drink provided, or able to be purchased on WCDHB premises, for the consumption of staff, visitors and patients.
- ➔ The WCDHB will ensure there is a suitable area i.e. quiet, comfortable and private, set aside for women who breastfeed their baby at work
- ➔ Items used, sold or promoted for fundraising on WCDHB premises should not contradict this Policy and Procedure.
- ➔ Any suspected breaches of this Policy and Procedure are to be reported to the Chief Executive Officer

8. References

Ministry of Health. 2004. Internal Nutrition and Physical Activity Policy, October 2004. Wellington: Ministry of Health.

Ministry of Health. 2004. Healthy Eating – Healthy Action, Oranga Kai Oranga Pumau. Implementation plan 2004-2010. Wellington: Ministry of Health.

Ministry of Health. 2003. Food and Nutrition Guidelines for Healthy Adults: A background paper. Wellington: Ministry of Health.

9. Related Documents

WCDHB Fundraising Procedure

WCDHB Breastfeeding Policy

WCDHB Sponsorship Procedure

Revision History	Version:	2
	Developed By:	Healthy Eating Working Party
	Authorised By:	Chief Executive Officer
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